JIEO PLAN 9002
SUPPLEMENT 1

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DEFENSE INFORMATION SYSTEMS AGENCY

JOINT INTEROPERABILITY AND ENGINEERING ORGANIZATION

DEPARTMENT OF DEFENSE

SYMBOLOGY
INFORMATION TECHNOLOGY STANDARDS

MANAGEMENT PLAN

SUPPLEMENT 1
CONFIGURATION MANAGEMENT

JIEO PLAN 9002, SUPPLEMENT 1 — DRAFT

FOREWORD

JIEO Plan 3200, *Department of Defense (DOD) Information Technology Standards Management Plan (ITSMP),* November 1993 (reference a), completed a step in the implementation of the Defense Information Systems Agency's (DISA's) Information Technology Standards (ITS) Executive Agent (EA) responsibilities. The *Symbology ITS Management Plan (SITSMP)* establishes the procedures and defines the responsibilities of implementing the guidance and direction of DOD's ITS EA contained in JIEO Plan 3200 as they apply to symbology. The SITSMP establishes the Symbology ITS management process as the mechanism to provide the integration, coordination, testing, validation, and configuration management necessary to achieve, implement, and maintain information technology standards for the use and display of symbology. The goal of the process is to improve interoperability, effectiveness, and efficiency, and to reduce costs by applying uniform standards.

As a supplement to the SITSMP, this *Configuration Management Plan* establishes the procedures necessary to achieve symbology standardization through the configuration control of symbology in support of Command, Control, Communications, Computers, and Intelligence (C4I).

This supplement has been coordinated within DOD and other Federal departments and agencies on matters concerning the application of C4I symbology.

Director of Defense Information

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1. SCOPE

1.1 Scope. This plan defines how DISA, with support from the Commanders in Chief (CINCs), Services, and Agencies (C/S/As), will execute configuration management on the development of symbology in support of C4I system processes, practices, operations, services, interfaces, connectivity, interoperability, information formats, interchanges, processing, transmission, and transfer based on validated C/S/A functional needs. This plan encompasses ITS used to display C4I-related symbology for national security purposes during system development, testing, fielding, enhancement, and life cycle maintenance.

1.2 Purpose. The Symbology Configuration Management Plan establishes the configuration management (CM) processes that will be used to identify, develop, document, and implement changes to C4I symbology through the ITSMP. The CM process applies to the entire cycle of symbology-related documents from the initial development of baseline documents through the dissemination of changes and revisions to these documents.

1.3 Applicability. The provisions of this plan apply to all DOD components that acquire, use, and/or display symbology information, and to U.S. Government agencies outside of the DOD who have memorandums of agreement (MOAs) with the DOD to participate in the standardization of symbology information technology standards.

1.4 CM process. CM is a disciplined way of applying technical and administrative direction and surveillance to maintain the integrity of the configuration item (CI) throughout its life cycle. The steps that help establish, define, and document the CM process are as follows:

a. Identifying and documenting a CI in terms of the service description or functional requirements the standard should fulfill.

b. Controlling and processing proposed changes to the CI through the submission of change proposals (CPs) and the approval of a configuration control board (CCB).

c. Tracking status through a listing of the latest version of the standard and the status of all CPs.

d. Auditing the CI through testing to ensure that the standard and approved CPs fulfill the functional requirement.

e. Establishing configuration baselines to ensure an orderly transition from one commitment point to another.

1.5 References. References used to develop this plan are listed in appendix B.

1.6 Authority. The Secretary of Defense (SECDEF) is the DOD Corporate Information Management (CIM) authority. The Assistant Secretary of Defense for Command, Control,

Communications, and Intelligence (ASD(C3I)) is the delegated authority for information technology policy, guidance, and administration, according to the 16 November 1990 Office of the Secretary of Defense (OSD) Memorandum, "Implementation of Corporate Information Management Principles" (reference b). In the 3 September 1991 ASD(C3I) Memorandum, "Executive Agent for DOD Information Standards" (reference c), the Director, DISA, is assigned the EA responsibility for coordinating and integrating all of DOD's information standards activities.

1.7 Policy.

1.7.1 Establishing CM for symbology. Symbology CM is established and exercised by DISA's Joint Interoperability and Engineering Organization (JIEO) Center for Standards (CFS) in conformance with applicable DOD management policies to achieve and maintain interoperability with the use and/or display of symbology.

1.7.2 Provisions of CM plan. This plan provides specific details for the CM of symbology support applications, assigns responsibilities, and outlines the CP process.

1.8 Responsibilities. Established in conformance with JIEO Plan 3200 (reference a) and chartered by the Standards Coordinating Committee (SCC) (reference e), the Symbology Standards Management Committee (SSMC) is the CM forum for the development and maintenance of symbology. The responsibilities of the participants are listed in chapters 2 and 3.

1.9 Acronyms and abbreviations. Acronyms and abbreviations used in this plan are listed in appendix A.

1.10 Security.

1.10.1 Protection of symbology documents. Record copies of the documents supporting the CM process are maintained and safeguarded according to applicable DOD regulations and directives.

1.10.2 Classification of symbology documents. Security classification and document dissemination procedures are performed according to the provisions of DOD Regulation 5200.1-R (reference f) and of any department or agency that is implementing these regulations.

1.10.3 Public release of information. The public release of symbology information is conducted according to the previously noted security classification guides. DOD Directive (DODD) 5230.9 (reference g) is the guide for the public release of other interface and management documents.

1.11 Supersession. This document is the second issue of the *Symbology CM Plan*, and supersedes JIEO Plan 9002 Supplement 1, dated May 1, 1997.

1.12 Supplementation. CFS activities have the authority to supplement this plan as

required. Other DOD activities must obtain the authority to supplement this document from the CFS Information Standards Division.

1.13 Changes. CPs are submitted by the originator through their respective C/S/A SSMC representative. If the SSMC representative agrees with the proposed change, it is forwarded for additional review and processing to the following address:

DISA/JIEO/CFS
ATTN: Information Standards Division
Parkridge III, Room 3304
10701 Parkridge Boulevard
Reston, Virginia 20191-4357

1.14 Web access. The Symbology Home Page may be accessed on the Internet using the following address:

http://www-symbology.itsi.disa.mil/symbol

1.14.1 Request for password. Users requiring access to password protected information may request a password using the symbology POC located at the bottom of the Symbology Home Page or by writing to the address listed below. Users must include their name, organization, and justification in the request.

DISA/JIEO/CFS
ATTN: Information Standards Division
Parkridge III, Room 3304
10701 Parkridge Boulevard
Reston, Virginia 20191-4398

2. APPROACH

2.1 Overview. DISA/JIEO, CFS is responsible for identifying symbology ITS, maintaining documentation, and executing CCB decisions. The SSMC was established as a CM activity. As such, the SSMC CCB is responsible for providing administrative support for configuration control processes and maintaining configuration accounting records. All CM changes to symbology development will be controlled using a formal CP process. Proposed changes will be submitted to the CFS, which will ensure that each CP is identified, accounted for, and entered into the review process. Following the review process, the CCB will approve or disapprove the CP. If the CP is approved, it will be entered into the change implementation process for incorporation into the baseline document. If the CP is disapproved, the decision can be appealed (see paragraph 3.9). As the focal point for establishing and maintaining symbology CM, the CFS will also oversee, maintain, and manage the Symbology Technical Library, which will contain the approved baselines for all C4I symbology. The basic CM program is depicted in figure 1.

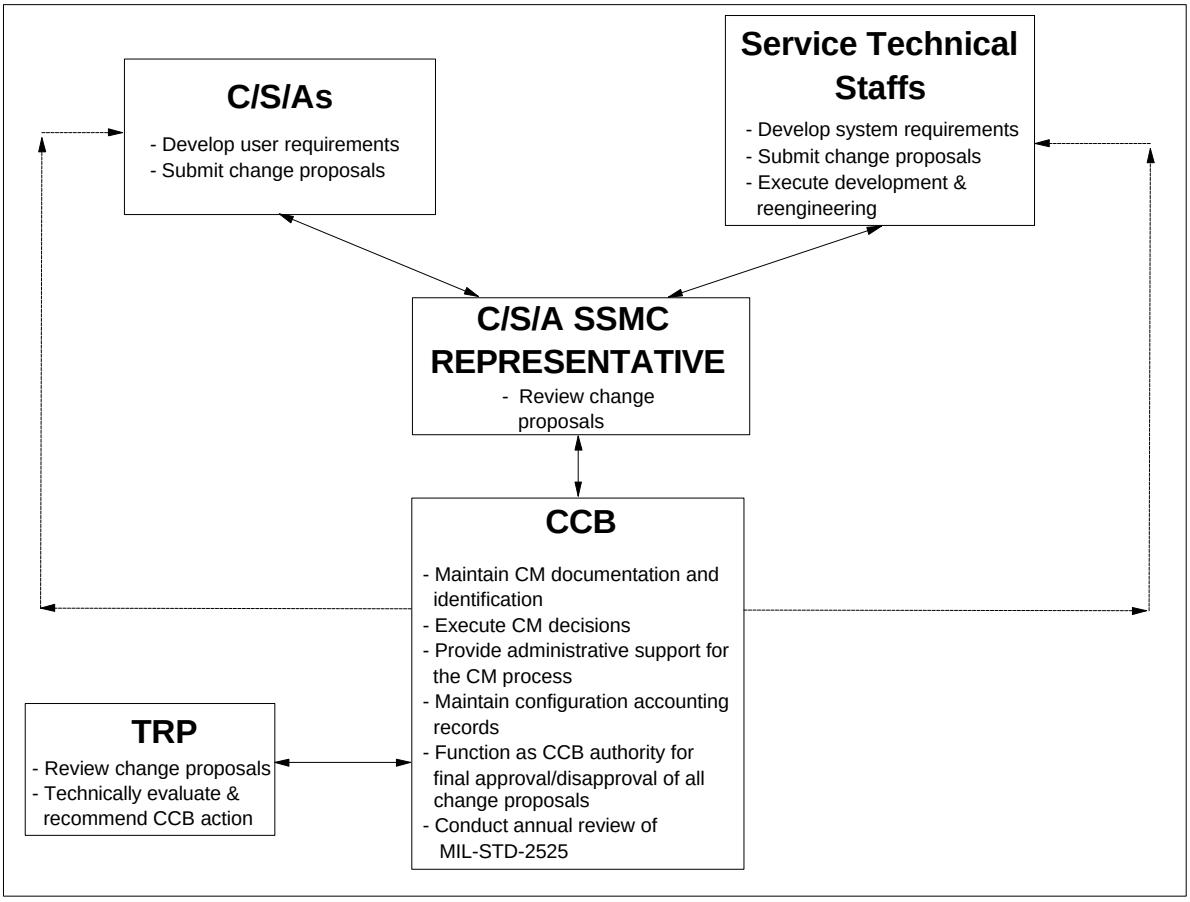

FIGURE 1. CM program structure.

2.1.1 Achieving CM goals. Full participation of the C/S/As, service technical staffs, service laboratories, and Defense Standardization Program (DSP) activities is necessary to achieve CM goals. The CFS is responsible for coordinating the work effort, programming, and allocating necessary resources for implementing the symbology CM program.

2.2 CM program responsibilities. DISA has overall authority for the configuration management of symbology. To achieve interoperability in the development and maintenance of symbology, responsibilities have been assigned to appropriate committees, panels, and organizations. In the IT standards management structure, the SCC is the primary DOD forum for IT standards matters. The SCC is chaired by the Director of the CFS, who executes the program. Subordinate to this group is the SSMC, which oversees the symbology standards program. The SSMC is composed of representatives of the C/S/As and other members of the Federal government. Figure 2 outlines the responsibilities that must be fulfilled by the various organizations to ensure the configuration management of symbology. The following responsibilities provide the direction and authority within configuration management.

2.2.1 C/S/A responsibilities.

a. Introduce CPs as required to accurately maintain the symbology standards document.

b. Provide representatives to CM working groups (e.g., SSMC, CCB) as required, with authority to present the C/S/A position on symbology issues.

c. Actively participate in configuration management forums (e.g., SSMC, CCB).

d. Review and comment on configuration managed symbology standards items.

e. Identify, program, and budget for resources to accomplish their portion of the symbology standards CM program.

2.2.2 DSP activity responsibilities.

a. Introduce CPs as required to accurately maintain the symbology standards document.

b. Provide representatives to CM working groups (e.g., SSMC, CCB) as required.

c. Actively participate in configuration management forums (e.g., SSMC, CCB).

d. Review and comment on configuration managed symbology standards items.

e. Identify, program, and budget for resources to accomplish their portion of the symbology standards CM program.

2.2.3 CFS responsibilities.

a. Act as administrator for symbology standards.

b. Organize, support, and chair the SSMC.

c. Establish and chair TRPs as required.

d. Identify symbology configuration items.

e. Maintain a symbology technical library consisting of, at a minimum, the symbology program baseline, database of symbols, management documents, and CM documentation.

f. Fund and manage all CM administrative activities for symbology standards.

g. Identify, program, and budget for resources to accomplish their portion of the symbology standards CM program.

2.2.4 SSMC responsibilities.

a. Final authority (when acting as CCB) for approval or disapproval of symbology CPs.

b. Ensure that all additions, changes, and deletions to CPs meet prescribed technical and functional requirements and have been properly coordinated, certified, and documented.

c. As CCB, establish symbology Technical Review Panels (TRP) as required (see 2.2.4) to evaluate and propose recommended solutions to technical issues.

d. Resolve technical issues and symbology policy issues assigned to it by the SCC, C/S/As, and the ASD(C4I) for the Joint Staff.

e. Conduct an annual review of the symbology standard (see 2.5).

2.2.4.1 C/S/A SSMC member responsibilities.

a. Ensure respective C/S/As have procedures for submitting symbology CPs through the SSMC representative, with follow-on notification of accepted CPs and their implementation schedule.

b. Identify, program, budget, and provide resources to accomplish their portion of the CM program.

c. Represent their C/S/A during SSMC meetings.

d. Upon request from the CCB Chairman, recommend personnel to participate on TRPs.

2.2.5 TRP responsibilities.

a. As required by the CCB, evaluate CPs regarding technical feasibility, impact on the C/S/As, and suitability for incorporation into the existing documentation.

b. Advise the CCB when a CP impacts on an external baseline beyond what is described in the CP.

c. If deemed necessary, recommend testing a CP to the CCB.

2.3 Symbology technical library. The symbology technical library will contain, at a minimum, the symbology program baseline, database of symbols, management documents, and CM documentation. The symbology program, including the approved baselines for all C4I symbology activities, will be available on the CFS symbology web site in Portable Document Format (PDF). The actual documentation supporting the symbology program will be stored at the facility that maintains the home page for DISA. The technical library will enable interested parties to access symbology information at any time.

2.4 Identification. Configuration identification includes the selection of CIs, the determination of the types of documentation required for symbology development and maintenance, the issuance of version numbers and other identifiers affixed to the CI and CI documentation, the release of CIs and associated documentation, and the establishment of configuration baselines for CIs. Identification of software for configuration control will be determined based on the needs and requirements of the C/S/As and the C4I community.

2.5 MIL-STD-2525 revision. The SSMC will review MIL-STD-2525 annually. Specific criteria for revising the document will be determined by the SSMC, including an assessment of how current and accurate the document is, and the number of CPs approved (with CP decision issued) by the CCB but not yet incorporated in the document. The annual review will result in updating the baseline, establishing an implementation date, and republishing the standard if necessary.

3. CHANGE PROPOSAL AND IMPLEMENTATION PROCESS.

3.1 Procedures for submitting a symbology change proposal. This section provides the process for approving and implementing recommended changes to existing symbology development and maintenance. This process provides for the submission, coordination, evaluation, and disposition of CPs, including a process for appeal and implementation. Figure 2 outlines the CP process. The CCB will define specific administrative and editorial requirements for the submission of CPs. This will include defining a priority system to communicate urgency for processing the CP and specified categories that define the CP. The CCB will specify time lines for submitting CPs and ensure that sufficient time is allotted to process and distribute the CPs.

3.2 Submission of a change proposal. A CP may be generated by JIEO, DSP activities, or C/S/As and their corresponding laboratories and technical staffs. Each CP is submitted on a CP form (appendix C) through the respective C/S/A SSMC office for review. If the SSMC representative determines that the CP is valid, it will be submitted by that representative to the CM administrator. When a decision on a CP is required at a scheduled SSMC or working group (WG) meeting, the CP should be submitted far enough in advance of the meeting to provide members sufficient time to properly staff them. Originators will complete the originator, sponsor, and comment blocks and comply with the administrative procedures defined by the CCB. At a minimum, every CP will contain basic information that details a problem statement, a proposed solution, and an analysis of impacts—from the originator's perspective—on the identified baseline as well as other baselines. The CP will be placed in an area on the appropriate section of the CFS symbology web site from which the SSMC members can upload electronic information for CM appreciation. The electronic CM process provides a two-way communication link between JIEO and the symbology community to conduct CM work. The CFS symbology web site provides for dissemination of CPs and C/S/A comments. E-mail to the Chairman (or his representative) provides an avenue for C/S/As to submit comments. CP originators should check the CFS symbology web site coordination section regularly to ensure that they have the most current status and can appeal adverse decisions if desired. Once a CP is submitted, any change it may require must be submitted by the originator through their respective C/S/A SSMC representative, who will direct it to the CCB. The CCB will incorporate the change as appropriate.

3.3 The CCB administrative review and evaluation. When the CM administrator becomes aware that a proposed CP has been electronically submitted by a C/S/A or DSP activity, it is downloaded for initial administrative review and control. The CM administrator reviews the CP to assess administrative completeness and correctness. When possible, the CM administrator will include any necessary administrative changes to the proposal after coordination with the originator, or simply return the CP to the originator for correction. When the administrative format is correct, the proposed change is accepted by the CM administrator or the CCB chairman. Once the CP is administratively complete and correct, the CM administrator reviews the CP for technical adequacy and impact on other programs. If a more technical evaluation is required, the CM administrator will form a TRP to analyze the CP.

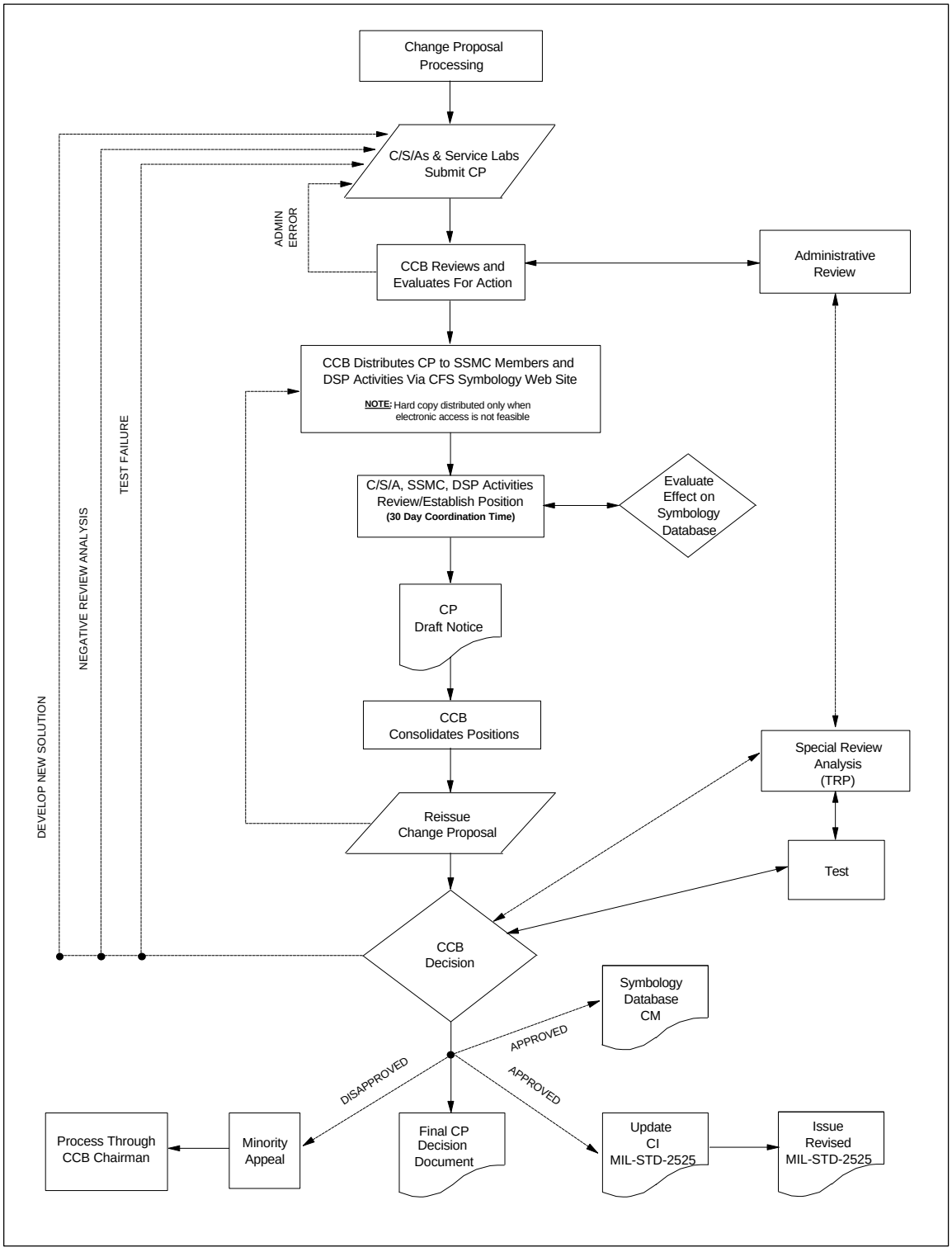

FIGURE 2. CP process.

3.4 CCB distribution of a change proposal. Upon completion of the administrative review and incorporation of any revisions necessary to make the proposed change accurate and complete, the change is placed on the CFS symbology web site in the coordination section to which SSMC community and SD-1 coordination officials that are interested in the baseline have access for downloading, but only the CM administrator or CCB chairman can upload. This restriction ensures the CM authority's ability to maintain the integrity of the CP as it continues through the review process. A broadcast message alerting all SSMC members and specific DSP activities that a new CP is in the coordination section for review is sent over a messaging system such as the Internet. Hard copies of the CP will be sent if required, but only to those not yet having the means to receive the electronic copy. If issues arise in which the CM administrator cannot accept the CP as a proposed change, a formal CCB will be convened to resolve the matter.

3.5 Review of the CP by C/S/As and specific DSP activities. The C/S/As and specific DSP activities are required to staff and evaluate the CP and forward their recommendations through their respective SSMC representative to the CCB. If a specific DSP activity is not represented on the SSMC, their response will be forwarded directly to the CCB Chairman. The C/S/A's and DSP activities' evaluations must, at a minimum, evaluate the proposed change's impact on their systems, doctrine, and operating procedures. Additionally, the evaluation should ensure that the change is completely and properly integrated into the standard to maintain a clear and consistent baseline. Lastly, the evaluation should address the organization's intention and ability to implement the proposed change with an anticipated date of the implementation, any differences in opinion concerning impact on other baselines, and the requirements for testing. Consolidating points then prepare a single evaluation for each CP and electronically submit it to the CCB through JIEO.

3.5.1 Hardware/software review. The CM administrator evaluates a CP's impact on the hardware and software of the symbology database.

3.6 CCB review. After receiving evaluations from all C/S/A and DSP activity consolidating points or during a predefined period of time, the CCB Chairman will review each evaluation in detail for acceptable changes to the proposed solution from a joint perspective. Once the evaluations are accepted by the CCB Chairman, each is uploaded to the CM common area for member appreciation and later reference. If all CM members are in agreement and no substantive comments are received, the CCB Chairman will assume participants' concurrence with the proposed change and will enter the CP as an approved item into the CI process. The CM administrator will update the CP tracking log.

3.7 Reissue change proposal. If the C/S/A or specific DSP activity reviews include substantive comments, the CCB Chairman will examine the comments to determine if a revised CP could be produced that would increase the possibility of acceptance. If so, the CM administrator will update the proposed CP incorporating all acceptable changes, update the CP tracking number to indicate an updated version (e.g., 1421 to 1421a), update the CP tracking log, and upload the revised CP on the CFS symbology web site for members to review in consideration of the C/S/A and DSP activity evaluations previously provided. The C/S/As and

DSP activities will initiate a new round of evaluations and the consolidation of evaluations to develop a new position/evaluation on the revised CP. This new position will be uploaded for JIEO review and evaluation. This process will continue until the CP receives concurrence from all participants or until it is apparent that a consensus position cannot be achieved without a formal CCB meeting. In this case, the CP will be placed on a list of proposed changes for consideration at the next scheduled meeting of the CCB.

3.8 Final CCB decision. A CP decision may be achieved during CP processing through the achievement of a consensus of all principal members. In all other cases, a CP decision is accomplished during a CCB meeting. Regardless of the form or location of these meetings, the CCB will discuss the technical and policy merits of each proposed CP, consider the previously provided C/S/A and DSP activity evaluations of the CP, and dispose of the CP in one of five ways:

a. Decide that more in-depth technical review and analysis is required and forward the CP to an existing technical body, or form a technical body to consider the CP.

b. Approve the CP for testing only. The CCB coordinates funding requirements for testing and can/will forward the CP to a testing agency, normally the Joint Interoperability Test Command (JITC), to conduct interoperability testing. The results of the tests will be provided to the CM body for review and action.

c. Agree with the problem statement but disagree with the proposed or alternate solution. In this case, the CP is returned to the originator for rework in consideration of member comments. The originator now develops a new solution. Time frame for resubmission of the CP is 90 days.

d. Disapprove the CP and return it to the originator based on negative review analysis.

e. Approve the CP and agree to an implementation date.

A CP decision notice is issued for each CP that has received final CM disposition (approval or disapproval) by the CCB. This decision notice will detail the CP process and rationale leading to the CCB approval or disapproval. While a CP decision is being prepared and distributed, the CP is converted by the CM administrator into a final version incorporating all approved changes. The final CP is incorporated into an interim baseline and distributed electronically to all members. The CP status log is updated.

Note: Initially, these CCB meetings must take place at a central location with each principal and technical support in attendance. In the future, the possibility exists that video tele-conferencing will eliminate the travel necessary for face-to-face meetings. At the present time, most of the principal CCB members do not have the necessary facilities to participate in such an electronic conference.

3.8.1 TRP special review analysis. A TRP is convened by the CCB as required, for the

purpose of clarifying questions or providing additional information. Input from the TRP is used to assist in determining if a CP is to be approved or disapproved.

3.9 Minority appeal. Any voting member in the minority of the CM decision may declare their position substantive at the time of the vote for appeal of the decision. Appeals must be submitted to the CCB with full rationale, including the issue position and any other contrary view. The CCB member representing the minority view must submit their appeal in writing within 15 working days from the time of the CM decision. Once a CP position is declared substantive, JIEO will request that one of the C/S/As representing the majority decision develop a document presenting the majority position. JIEO will review the minority and majority positions on the subject and develop a detailed consideration of all positions. Where resolution of the issue is time critical, JIEO will request a special meeting of the appropriate standards body (normally the SCC) for issue resolution. When a CP is the subject of a substantive appeal, it will not be processed further until the appeal is resolved.

3.10 Configuration status accounting. The CFS establishes and maintains an electronic status accounting system (master log) to record symbology CPs, provide an audit trail, and identify the current edition or version of baseline documents. The log is maintained by the CFS and is made available for review by C/S/As and other interested organizations on the CFS symbology web site.

3.10.1 CI updated. The timing of CP incorporation into the CI is dependent upon the CM cycle established by the CCB. The CM cycle is based on the implementation cycle or schedule of impacted systems. Approved CPs are incorporated into an evolving or interim baseline to facilitate development and evaluation of subsequent CPs. The interim baseline has an implementation date established by the CCB. A CP cannot be incorporated into the CI until it receives final approval by the CCB and a CP decision is issued.

3.10.2 Database CM update. Changes to the content or structure of the symbology database will be controlled by the CP submission, evaluation, and approval process. When an approved CP affects the content or structure of the symbology database, the Chairman will assign an action item (AI) directing the CM administrator to update the database. At regular intervals, such as SSMC meetings, members will be apprised of the status of the database. When the necessary changes are made, the AI will be closed and the CM administrator will notify the Chairman of the completion of the changes. The developmental database will be updated incrementally as changes are approved. The on-line database will be updated concurrently with MIL-STD-2525 baseline updates. Changes to the database will be recorded in the existing status accounting system (master log). Backup copies of the database will be made immediately before and after an update, and will be stored in two separate physical locations. In addition, archive copies of the last two revisions of the master log will be kept in order to track changes to the database.

3.10.3 Revised CI issued. A formal amendment or reissue of the baseline is developed and distributed by JIEO upon CCB direction to update the baseline.

APPENDIX A

GLOSSARY

A-1. ACRONYMS AND ABBREVIATIONS

AI	Action Item
ASD(C3I)	Assistant Secretary of Defense for Command, Control, Communications, and Intelligence
CCB	Configuration Control Board
CFS	Center for Standards
CI	Configuration Item
CIM	Corporate Information Management
CINC	Commander in Chief
CM	Configuration Management
CP	Change Proposal
C/S/A	CINC/Service/Agency
CSA	Configuration Status Accounting
C3I	Command, Control, Communications, and Intelligence
C4I	Command, Control, Communications, Computers, and Intelligence
DISA	Defense Information Systems Agency
DOD	Department of Defense
DODD	Department of Defense Directive
DSP	Defense Standardization Program
EA	Executive Agent
FSC	Federal Supply Code

FSG	Federal Supply Group
INST	Information Standards
ITS	Information Technology Standards
ITSMP	Information Technology Standards Management Plan
JIEO	Joint Interoperability and Engineering Organization
JITC	Joint Interoperability Test Command
LSA	Lead Standardization Activity
MIL-STD	Military Standard
MOA	Memorandum of Agreement
OSD	Office of the Secretary of Defense
PDF	Portable Document Format
SCC	Standards Coordinating Committee
SECDEF	Secretary of Defense
SITSMP	Symbology Information Technology Standards Management Plan
SSMC	Symbology Standards Management Committee
TRP	Technical Review Panel
WG	Working Group

A-2. DEFINITIONS

a. Configuration Baseline. The configuration baseline is the configuration documentation formally designated by the government at a specific time during a CI's life cycle. Configuration baselines, plus approved changes from those baselines, constitute the current approved configuration documentation.

b. Configuration Control. Configuration control is the systematic proposal, justification, evaluation, coordination, and approval or disapproval of proposed changes, and the implementation of all approved changes, in the configuration of a CI after the establishment of the configuration baseline(s) for the CI.

c. Configuration Control Board (CCB). The CCB is a board composed of technical and administrative representatives who recommend approval or disapproval of proposed engineering changes to a CI's current approved configuration documentation.

d. Configuration Identification. Configuration identification includes the selection of CIs; the determination of the types of configuration documentation required for each CI; the issuance of numbers and other identifiers affixed to the CIs and to the technical documentation that defines the CI's configuration, including internal and external interfaces; the release of CIs and their associated configuration documentation; and the establishment of configuration baselines for CIs.

e. Configuration Item (CI). A configuration item is an aggregation of hardware or software that satisfies an end-use function and is designated by the government for separate configuration management.

f. Configuration Management (CM). As applied to configuration items, this is a discipline applying technical and administrative direction and surveillance during the life cycle of items to identify and document the functional and physical characteristics of configuration items; to control changes to items and documentation; to record and report information; and to audit items to verify conformance to specifications, drawings, interface control documents, and other contract requirements.

g. Configuration Status Accounting (CSA). CSA is the recording and reporting of information needed to manage configuration items effectively, including:

1. A record of the approved configuration documentation and identification numbers.

2. The status of proposed changes.

3. The implementation status of approved changes.

4. The configuration of all units of the CI in the operational inventory.

h. Coordination. Coordination is the process of having standardization documents reviewed and commented upon by government and private sector organizations.

i. Defense Standardization Program (DSP). The DSP is responsible for standardizing materials, parts, items, components, equipment, subsystems, systems, processes, practices, and procedures essential to the design, acquisition, management, and use of materiel, facilities, and other related supplies.

j. Information Standards (INST). Information standards constitute the proposed standardization area that encompasses the development, coordination, and integration of standardized information components across all functional areas within the DOD. It includes report standards; data exchange format standards; operational instructions; symbology standards; and geographic, graphic, and imagery constructs.

k. Information Technology Standards (ITS). ITS are standards that provide technical definitions for information system processes, procedures, practices, operations, services, interfaces, connectivity, interoperability, information formats, interchange, and transmission or transfer. ITS apply during the development, testing, fielding, enhancement, and life cycle maintenance of DOD information systems.

l. Interoperability. Interoperability is the ability of systems, units, or forces to provide services to and accept services from other systems, units, or forces, and to use these services to operate effectively together.

m. Standard. A standard is a document that establishes uniform engineering and technical requirements for processes, procedures, practices, and methods. Standards also may establish requirements for selection, application, and design criteria of material.

n. Standardization. Standardization is the process of developing and agreeing upon (by consensus or decision) uniform engineering criteria for products, processes, practices, and methods.

o. Standardization Activity. A DOD activity listed as SD-1 for symbology that functions as Lead Standardization Activity, Preparing Activity, Participating Activity, Military Coordinating Activity, Custodian, Review Activity, Adopting Activity, or Item Reduction Activity.

p. Standardization Areas. Standardization areas are categories for engineering technologies, disciplines, and practices that do not fall under a Federal Supply Code (FSC) or Federal Supply Group (FSG). The Standardization Directory (SD-l) identifies the standardization areas.

q. Standardization Document. "Standardization document" is a generic term for a document used to standardize an item of supply, process, procedure, method, data, practice, or engineering approach. Standardization documents include military specifications, standards,

handbooks, bulletins, federal specifications and standards, guide specifications, and nongovernment standards.

r. Standardization Program Plan. A standardization program plan is a document prepared by a Lead Standardization Activity (LSA) that identifies standardization opportunities, problems, and objectives, and establishes milestones for accomplishing standardization goals and specific tasks in an FSC, FSG, or standardization area.

s. Standardization Project. A standardization project is an effort approved by the cognizant LSA to develop, update, cancel, or adopt a standardization document, or conduct an item reduction study or engineering practice study.

t. Symbology. Symbology is a specifically defined sign used to represent an object or feature.

u. Warfighting Symbology. Warfighting symbology is used in the planning and execution of military operations in support of C4I functions and activities.

APPENDIX B

REFERENCES

a. JIEO Plan 3200, *Information Technology Standards Management Plan*, November 1993.

b. OSD Memorandum, "Implementation of Corporate Information Management Principles," November 16, 1990.

c. ASD(C3I) Memorandum for Director, Defense Information Systems Agency, "Executive Agent for DOD Information Standards," September 3, 1991.

d. MIL-STD-973, *Configuration Management*, April 17, 1992.

e. *Symbology Standards Management Committee (SSMC) Charter*, March 5, 1996.

f. DOD 5200.1-R, *Security Classification and Safeguards Program Regulation*, 1996.

g. DODD 5230.9, *Clearance of DOD Information for Public Release*, April 9, 1996.

h. JIEO, Configuration Management Policy, Global Command and Control System (GCCS), April 3, 1995.

APPENDIX C

CHANGE PROPOSAL FORM

SYMBOLOGY CONFIGURATION MANAGEMENT CHANGE PROPOSAL FORM

CHANGE PROPOSAL NUMBER	**MIL**

ORIGINATOR	SPONSOR

DATE RECEIVED	DATE OF ACTION

CHANGE PROPOSAL TITLE

SUGGESTED CHANGE

JIEO ANALYSIS

C/S/A COMMENTS

DECISION NOTICE